

FACILITIES MINISTRY TEAM

Agenda 12/08/20 – meeting cancelled

This agenda will serve as information in lieu of the minutes.

Team: Tom Ziesemer, Steve Darr, Michelle Loukotka, John Irwin – IG, Ron Dechert – LC, Pastor John Kennedy, Julie Rhodes – PA. Bob Loukotka and Jim Stadel advisors.

1. Call to order
2. Distribution of Minutes
 - a. Financial Reports: Emergency Repairs, M & R
 - b. Unbudgeted Funds: Feldkamp, Property Improvement, Heating/Cooling, McKay. Endowment.

Financials are being reviewed and corrections will be sent to Betty. Thanks John, Steve and Julie

Old Business:

- Butcher and Butcher advised due to weather they have moved the start date from November to Monday, 12/7.
- The south outside door by the fellowship hall was primed and painted. (Thank you Julie.) A kick plate was added to protect the lower part of the door from rain/snow.

New Business:

- Vedder's Electric repaired wall switch by the sacristy and exhaust fan in the sanctuary.
- One of the lights on the 5th Ave back yard green space nearest the parking lot was out. Jim dismantled the fixture and changed the bulb. The bulbs are a pressure sodium and were purchased at Gross Elec for \$22 each. We purchased one extra. Also, the cost to replace the globes that are old and discolored would be \$135.00 each or \$675 for all 5. Bulbs and globes would need to be a special order.
- Several lights that include the security (stairs) and hallway by Groundcover were out. Jim replaced with LED's.
- A small steam pipe/elbow leak was located in the fellowship hall pantry during a walkthrough by John I. Precision repaired/plugged 12/1.

Parsonages:

Hewett Parsonage:

- Jason Ternes, recommended handyman, was contacted to repair the pocket door in the parsonage. The project was completed on 12/1. We will follow-up with Pastor John with painting the areas around the door.

4th Ave Parsonage:

- The city replaced the water meter on 12/1.
- The closer bar on the front storm door will be replaced this week.
- Jim and Julie will get the cost to purchase a vanity, fixtures and mirror in the bathroom.
- Contacting window companies to obtain bids for repairs on rope/pulley/weight systems and laches. The city shows that the parsonage was built in 1901.

- We will keep working on the house upgrades. The cost to repair/improve will be provided through undesignated funds with the Finance Ministry Team.

FYI:

Bob L on 11/11/20 turned off the gas to the large stove/ovens by the fellowship hall. He posted a sign as a reminder that when the gas is restored, all pilot lights must be lit. We had miscounted—(12) there are only 10 pilot lights, 1 pilot controls 2 burners--so the savings won't be quite as much.

COVID-19 mitigation: Ron, Julie and members of Facilities are using the foggers as needed following space usage. A UV light was purchased and will be programmed on a timer to also mitigate spaces.

Essential Maintenance Task list: *EMT*

- Change filters in heating/air conditioner units in sanctuary.
- Clean air condition filters in lounge and chapel (2 in cinema and 1 in classroom E).
- Floor buffing: 1st, 2nd floor, choir and youth room, fellowship hall.
- Carpet cleaning, all areas; Corporate Cleaning has been used in the past.

EDUCATION MINISTRY TEAM

December 1, 2020

Present: Eileen Koprowski-Chair, Jan Eadie, Julie Feldkamp, Nancy Pieske, Karen Samford, Jane Schmerberg, Christina Wilk and Rev. Lily Tinker Fortel

Mission Projects –

Easy Water for Everyone – Currently donations are at \$6,235.37 plus coins which may be worth more than face value. We will leave Easy Water on the donate page for another week. Jane will mention it in the Mission moment on Sunday.

Advent – Peace Neighborhood Center does not want items taken to their building; however, items can be purchased on Amazon or funds donated through the church.

Christmas –

Eileen is now going to send out a letter to families about sending a video or photos for children's moments on Sundays in advent.

Thanks to Nancy for sending the Christmas packages to the kids. Julie included 6 craft kits.

Jan delivered the ornaments to the kids, youth, teachers and staff.

We recorded "O Zoom All Ye Faithful" for the service on Sunday. It went very well. Thanks to all.

Keeping in Touch –

Thanks to Jan and Jane for sending out the post cards each month. Lily has the next post cards and will get the next set to Jane and the other to Jan.

Kelsey has set up the Pen Pals.

Sunday School –

Sunday School is on the 13th. We want to show the video we just recorded in case they didn't see it. Julie is the lead, If Kelsey can't help, Eileen will.

Lily expressed a special "Thank You" to the teachers for teaching and providing snacks.

Lily or Eileen will get a gift card for Kelsey.

Next meeting, Tuesday, January 5 at 7:00

Submitted by Karen Samford

WORSHIP MINISTRY TEAM

Minutes

Dec 15, 2020

Present: Harriette, Jennifer, Marsha, David, Caroline, Pastor John, Pastor Lily, Gary K, John S, David

1. Opening Prayer John Samford

2. Old Business
 - a. Advent & Christmas Eve
 - i. Include John Samford's video about the Radio Service for the 12/20 service
 - ii. Sanctuary decorations (thank you Tom Z & Friends!)
 - iii. Wreath lighting from family homes
 - iv. "One Candle is Lit" performed by church members; **David to sing the 12/24 service; Lily to ask Rowans if they could do 12/20**
 - v. Update needed on website for Christmas Eve services: David has added a new module for Advent with everything in one place
 - vi. Christmas Eve kits: bulletin, candles, stickers, recipes, communion to-go packets? Drive-thru pick-up service on 12/20 1-3pm and **volunteers needed for deliveries (supplies in the Gallery; need battery-operated candles for bags going to senior centers; we can add candles as needed during pick-up; 100 bags ready to go**
 - vii. Christmas Eve service: same video will be "premiered" at 5:00, 7:30, and 11:00
 - viii. All videos for 12/20 and 12/24 services due by Fri 12/18
 - ix. Instrumentalists: harpist, bells, soloists finalized and uploaded to PC
 - x. Ann Arbor Youth Chorale; Gail's organ concert
 - xi. Sun 12/27 radio broadcast will play the audio from the 12/24 service
 - b. Ringing of the Bells
 - i. Continue to do this
 - ii. Invite Matt to come in and record him (Harriette or Pastor John to call Matt)

3. New Business
 - a. Leadership Council Update John Samford
 - i. Email blast includes a link to past Christmas Eve recordings
 - ii. Continued restrictions on activities at church, by appt only (COVID-related restrictions)
 - iii. Council received a gift to honor Pastor Lily's ordination and will be put towards Easy Water for Everyone
 - iv. Task force to develop a 5-year spending plan
 - v. Seeking forgiveness of the PPE loan
 - vi. Pursuing potential rental of parsonage on church property

 - b. Creative Worship Planning Update Pastors, David, Jennifer

- i. [Liturgists](#)
 - ii. Musical Contributions (contact David)
 - iii. Seeking personal videos of past BUCC services/segments to be used on website or promotional videos (JV to connect David with Eileen and Tom Z/office camera)
- c. January Services Pastors
- i. Jan 3 Epiphany
 - ii. Jan 10 Baptism of Christ
 - iii. Jan 17 MLK Weekend (invite contributions from white privilege class members)
- d. February--Ash Wednesday is Feb 17 Pastors
- i. Ashes
 - ii. Labyrinth
- e. WMT Finance Update Jennifer Vasquez
- i. [Link to Exp Summary for WMT](#)
- f. Visitor Articles for next few months
- i. Gary Kade for January-Feb (due Jan 4)
 - ii. Jennifer Vasquez for March
 - iii. Gary Rogers for future article about radio

4. Closing with Lord's Prayer

Next Meeting: January 19, 2020

OUTREACH MINISTRY TEAM MEETING NOTES
Monday, December 14, 2020

Roy Muir convened the meeting online at 7:00pm. Sue Muir opened with an Advent reading.

Present: Co-Chairs Sue & Roy Muir, Jane Schmerberg, Eileen Koprowski, Mary Jean Raab, Laura Seyfried, Katie Rowan.

The meeting was called to determine the allocations from the Holiday Appeal Fund. To date, the fund has received \$3,340 in contributions. The balance in the Covid Fund is \$990.

After discussion, it was moved and voted unanimously that we allocate the funds as follows:

Peace Neighborhood Center:	\$1,500
Alpha House:	\$1,500
Food Gatherers-Community Kitchen:	\$ 500
Groundcover News	\$ 500

As soon as the checks are cut and signed, they will be delivered to the four agencies this week.

We are so pleased with the tremendous response that Bethlehem has made to our appeals since July: Covid 19 Fund, Easy Water for Everyone (teamed up with the Education Ministry Team), and the Holiday Appeal Fund. Collectively, we have received approximately \$21,000 between these three appeals in the past five months.

Other Information

Laura reminded us that our next scheduled date to provide dinner for Alpha House is Sunday, February 7, 2021.

Jane brought us a message from Kurt, who currently sits on the Peace Neighborhood Board. During 2021, Peace will be running a Million Dollar Campaign for their Endowment Fund as part of the celebration of their 50th Anniversary. The Campaign Committee for this endeavor is hoping that Bethlehem will make a pledge to this appeal.

Next Meeting

Our next meeting will be scheduled for sometime mid-February. In the meantime, we will continue to communicate with each other via email.

Minutes submitted by: Sue Muir

Bethlehem United Church of Christ
YOUTH AND YOUNG ADULT MINISTRY TEAM MINUTES
December 9, 2020

Phone Meeting: Katie Rowan, Lily Tinker Fortel

Budget

We reviewed past and upcoming expenditures and determined that we are on track with our spending.

Christmas Deliveries

Youth kits will be ready for delivery on Dec 20. Lily will drop them off to Katie.

Fundraiser

Possible spring fundraiser: T shirts with Bethlehem logo

Our next meeting will be Jan. 20 at 1PM.

Submitted by Katie Rowan, Chair